

2CUL TSI Database Maintenance Working Group

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Charge

The aim of the Database Maintenance Working Group is to: (1) examine current policies, practices, and workflows related to manual database maintenance at Columbia and Cornell, and (2) working with other 2CUL working groups and library units, propose, develop, and test consolidated and cross-institutional workflows, as appropriate. More specifically, the group is charged to:

PHASE 1

1. Compile an inventory of database maintenance staff and expertise at both Columbia and Cornell; compare current job assignments.
2. Examine and evaluate reporting and decision-making structures at both institutions.
3. Compile an inventory of all policies, practices, and workflows involving manual database maintenance activities at both institutions-- including which unit or department is responsible for which activities.
4. Identify dependencies and limitations inherent in working with other functional areas at Columbia and Cornell, especially in regard to work performed in unit libraries and automated aspects of database maintenance
5. If possible, establish baseline productivity numbers for activities and projects at each institution to allow for future assessment of potential changes and development associated with 2CUL TSI.

PHASE 2

Originally, the aim of the second stage of TSI was to begin the incremental integration of technical services workflows, practices, policies, and projects. However, with the change in direction for TSI in June 2014, the revised aim of the second stage of TSI is to pursue those collaborative projects and alliances that are most promising with regard to quality, productivity, improvement, and innovation. Based on the findings of the Database Maintenance Working Group during Phase 1, this means:

1. Provide input for the creation of a space for shared TSI documentation. Edit and package existing and new database maintenance documentation for optimal use in this shared space (expected sometime in 2014), keeping in mind the eventual need to distinguish between 2CUL and locally specific guidelines.
2. In conjunction with the Batch Processing Working Group, investigate opportunities to share processing scripts and programming tools to further automate 2CUL database maintenance.
3. Maintain an inventory of relevant expertise, as needed.
4. Provide assistance to the TSI Steering Committee in the form of feedback and, if necessary, data to measure the costs and benefits of all the preceding steps, plus any new 2CUL tasks or initiatives related to this charge. This evaluation will guide future decisions about the practicality of long-term integration of database maintenance functions and initiatives.
5. Communicate regularly with the 2CUL TSI Steering Committee, through the designated liaison with that group and/or through publicly posted meeting notes, reports, or other announcements.

The group is strongly advised to observe the [Operating Principles for Technical Services Integration](#) throughout its work.

Leads: Dave Motson (Columbia). Barb Tarbox (Cornell -- chair)

Other Members: TBD

Liaison to TSI Steering Committee: Boaz Nadav-Manes

Timeline:

- Phase 1: March - July 2013; report and recommendations to be submitted to TSI SC by July 31, 2013
- Phase 2: January 2, 2014 - June 30, 2015

Meeting Notes

[Working Group Report](#)